

**Delaware Women's Hall of Fame Committee Meeting  
Office of Women's Advancement & Advocacy  
State of Delaware, Department of Human Resources**

Cannon Building  
861 Silver Lake Blvd  
Dover, DE 19901  
Friday, April 6, 2018  
11:00 am to 12:30pm

Carvel State Office Building  
820 N. French Street, 4<sup>th</sup> Floor  
Wilmington, DE 19801  
(Via Videoconferencing)

**Attendees:**

Patricia Bakerian  
Nancy W. Cook  
\*D. Kay Keenan-Wilmington Videoconference  
Jackie Griffith  
Theresa Del Tufo  
Donna Masley-Wilmington Videoconference  
Melanie Ross Levin-Wilmington Videoconference  
Shaleah Sutton-Wilmington Videoconference  
\*Chairperson

**DRAFT MINUTES**

**Call to Order & Welcome to Shaleah Sutton**

The meeting was called to order by Kay Keenan at 11:10am. Kay Keenan thanked everyone for being there.

**Approval of Minutes from 2/8/2018 meeting**

Kay Keenan asked for a motion to approve last month's meeting minutes. A motion to approve was made by Theresa DelTufo, and was seconded by Pam Bakerian. All in Favor  
None opposed.

**Status of Online Application for Hall of Fame event**

The application for the Hall of Fame is now posted online. The Office of Women's Advancement and Advocacy are accepting the applications. The nominators for the Hall of Fame are offered two ways to put in their applications. They can use a writable PDF that is already posted and they will have the option to use a form version that will be accessible through their phones. There has been posters and flyers printed for the public to get information about Hall of Fame Event and they are being given out and posted throughout the state.

The committee has agreed that the following people who are past Hall of Fame Winners can talk about past Hall Of Fame Events through talk radio, Theresa Del Tufo, Annie Norman and Nancy Cook. Melanie asked committee to look at past Hall of Fame list and look at who is missing and maybe they can be added to list. There will be a press release for the event and committee members want to look at weekly ads for putting event in paper using in kind contribution.

Senator Cook will work with Jackie Griffith to get advertisement in newspapers and they will also work with Shaleah on content for ads. Melanie Ross Levin will get in touch with Attorney's General Office to see if they will put Hall of Fame into their newsletters. The application process has just began and there are people waiting to put in nominations for the Hall of Fame. Applications will be coming through soon.

**Venue Update**

Dover Downs has waived the deposit for the event. There is a signed contract and Dover Downs will allow seven days for the final count for the event. Everyone looked at the menu and it was decided that it will be a horsd'oeuvres bar instead of a sit down dinner. Melanie agreed to make up the menu. The committee discussed the price of the tickets and venue for the past year. The tickets cost \$40.00 last year and the venue was at the Hilton Hotel. Tickets this year for the Hall of Fame could be \$40.00-\$50.00. Melanie will bring a draft menu for event and more information at next month's meeting. People who have food restrictions can have their choice for what they need to eat and will have to put in for it in advance.

**Sponsorships**

The committee should have some reduced price tickets and possibly some scholarships for women who would not be able to go to the event. Jackie talked about how tickets were brought online last year through Event Brite. There have been quite a few companies that sponsored the Hall of Fame event in the past.

Pam Bakerian talked about the sponsor levels. The committee agreed to the following sponsor levels. If a company sponsors \$1,000.00 toward event, they get 4 tickets and put on website and get full page ad in program. Will feature sponsor whenever possible. If company sponsors \$500. They will get 2 tickets, mentioned on website and 1/2 page ad in the program. If company sponsors \$250.00, they get one ticket and get .25 page ad in the program. If a company sponsors \$100.00 they will get to sponsor a friend. Melanie to check to see what state rules are for corporate sponsorship.

Shaleah will be responsible for what options there are for naming the levels for sponsors. Pam Bakerian made a motion to adopt with the ability to adjust the advertisement levels. Kay would like Melanie to give any drafts to the committee in between meeting so that they get information before next meeting. Nancy Cook seconded the motion and Kay asked if there were any more discussion. All in favor, none opposed.

**Review of Rubric**

The committee looked at the rubric and they had conversation about why they need the stories in the application. The committee agreed to change number 4 of the Rubric to state why story was not in support of the rest of the application. They will take out the word tear jerker on the rubric. The committee talked about conflict of interest for those putting in applications for nominees and Kay Keenan agreed to work on language for conflict of interest.

Next Meeting: May 7, 2018 11:00am-12:30pm